



# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग -खण्ड ३—उपखण्ड (i)

PART II—Section 3—Sub-Section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं० ८२]

नई दिल्ली, बुधवार, मई १०, १९६७/वैशाख २०, १८८९

No. 82]

NEW DELHI, WEDNESDAY, MAY 10, 1967/VAISAKHA 20, 1889

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।

Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF EXTERNAL AFFAIRS

NOTIFICATION

New Delhi, the 10th May 1967

**G.S.R. 709.**—In exercise of the powers conferred by section 23 of the Passports Ordinance, 1967 (4 of 1967), the Central Government hereby makes the following rules, namely:—

1. (1) **Short title and commencement.**—These rules may be called the Passports Rules, 1967.

(2) They shall come into force at once.

2. **Definitions.**—In these rules, unless the context otherwise requires,—

(a) "Form" means a form set out in the Schedule;

(b) "miscellaneous service" in relation to a passport or travel document includes—

(i) varying the entries in a passport or travel document;

(ii) making fresh endorsement on a passport or travel document in respect of additional foreign countries;

(iii) issue of a duplicate passport or travel document in lieu of a passport or travel document which has been lost, stolen or damaged;

(iv) any other service in respect of a passport or travel document which the holder thereof may require;

(c) "Ordinance" means the Passports Ordinance, 1967;

(d) "Schedule" means a Schedule appended to these rules;

(e) "section" means a section of the Ordinance.

**3. Passport authorities.**—(1) In addition to the Central Government, the officers specified in column 2 of Schedule I shall, subject to the provisions of sub-rule (2), be the passport authorities for all purposes of the Ordinance and these rules.

(2) Notwithstanding anything contained in sub-rule (1) an officer referred to in column (2) of Schedule I shall, for the purpose of issue of a passport or travel document, exercise jurisdiction in respect of applications for such issue made by persons ordinarily residing in the States specified in the corresponding entries in column 3 of the said Schedule:

Provided that in exceptional and urgent cases the said officer may entertain an application for the issue of a passport or travel document from a person residing in any other State and may issue a passport or travel document for a period not exceeding six months.

**4. Classes of persons to whom the classes of passports and travel documents may be issued.**—The classes of persons to whom the classes of passports and travel documents referred to respectively in sub-section (1) and sub-section (2) of section 4 may be issued shall be as specified respectively in Part I and Part II of Schedule II.

**5. Forms of applications.**—An application for the issue of a passport or travel document or for the renewal thereof or for any miscellaneous service shall be made in the Form set out for the purpose in Schedule III and in accordance with the procedure and instructions set out therein.

**6. Financial guarantee.**—An application for the issue of a passport or travel document shall be accompanied by a guarantee executed in the Form set out in Schedule IV:

Provided that no such guarantee shall be necessary in respect of an applicant in the following cases, when he,—

- (i) furnishes a certificate from a Stipendiary Magistrate of the First Class or from an officer not below the rank of Deputy Secretary to the Government;
- (ii) pays income tax or property tax;
- (iii) furnishes an entry permit issued by a foreign Government in his favour;
- (iv) proceeds out of India under the Indian Emigration Act, 1922 (7 of 1922) and the employer has furnished the required security deposit;
- (v) proceeds to the United Kingdom on an employment voucher;
- (vi) proceeds on scholarship or fellowship;
- (vii) proceeds on pilgrimage or for other purpose to neighbouring foreign countries;
- (viii) furnishes a ticket in proof of the journey to a foreign country and return therefrom.

**7. Fee payable on applications.**—The fee payable on every application made under rule 5 shall be at the rates specified in Schedule V.

**8. Collection of fees.**—All fees payable in respect of such applications shall be remitted by money order to, or paid in cash at the counter of, the passport authority concerned, stating in the coupon or receipt the particulars in respect of which such fees have been remitted or paid.

**9. Forms of passports or travel documents.**—A passport or travel document issued under the Ordinance shall be in the Form set out for the purpose in Schedule VI.

**10. Duration of passports or travel documents.**—(1) An ordinary passport shall continue in force for a period of three years from the date of issue.

(2) An emergency certificate shall continue in force for a period of six months from the date of issue.

(3) An identity certificate shall continue in force for a period of one year from the date of issue.

**11. Issue of additional passports or travel documents in special circumstances.**—A person holding a passport or travel document shall not be entitled to another passport or travel document unless he surrenders to the passport authority the passport or travel document already held by him:

Provided that separate passports or travel documents may be issued to the same person in respect of different countries if it is necessary so to do for facilitating his visits to such countries.

**12. Appellate authorities.**—For the purposes of the Ordinance and these rules, the appellate authority to whom an appeal shall lie from an order specified in column 1 of the Table below shall be that specified in the corresponding entry of column 2 thereof:—

Orders appealed against	Appellate authority
1	2
1. An order of the passport authority other than the Central Government under— (a) clause (b) or clause (c) of sub-section (2) of section 5; or (b) clause (b) of the proviso to section 7; or (c) sub-section (1) or sub-section (3) of section 10.	The Chief Passport Officer, Ministry of External Affairs, New Delhi.
2. An order under sub-section (6) of section 10 of the authority to whom the passport authority is subordinate.	Secretary, Ministry of External Affairs, New Delhi.

**13. Fee payable in respect of appeal.**—Every petition for appeal shall be accompanied by a fee of twenty-five rupees which shall be paid in cash at the treasury and a copy of the receipted challan shall be enclosed with such petition.

**14. Procedure to be followed by appellate authority.**—On receipt of an appeal, the appellate authority may call for the records of the case from the authority who passed the order appealed against and after giving the appellant a reasonable opportunity of representing his case pass final orders.

#### SCHEDULE I

(See rule 3)

Serial No.	Passport Authorities	Jurisdiction
(1)	(2)	(3)
1	(a) Regional Passport Officer, Bombay, (Regional Passport and Emigration Office, Bombay)	The States of Maharashtra and Gujarat.
	(b) Assistant Passport Officer, Bombay, (Regional Passport and Emigration Office, Bombay).	Do.

(1)	(2)	(3)
(c) Public Relations Officer, Bombay, (Regional Passport and Emigration Office, Bombay).	The States of Maharashtra and Gujarat.	
2 (a) Regional Passport Officer, Calcutta, (Regional Passport and Emigration Office, Calcutta).	The States of West Bengal, Bihar, Orissa, Assam (including North East Frontier Tract) and Nagaland and the Union territories of Tripura and Manipur.	
(b) Public Relations Officer, Calcutta, (Regional Passport and Emigration Office, Calcutta).	Do.	
3 (a) Regional Passport Officer, Delhi, (Regional Passport and Emigration Office, New Delhi).	The Union territories of Delhi, Himachal Pradesh and Chandigarh and the States of Punjab, Haryana, Jammu and Kashmir and Rajasthan.	
(b) Assistant Passport Officer, Delhi, (Regional Passport and Emigration Office, New Delhi).	Do.	
(c) Public Relations Officer, Delhi, (Regional Passport and Emigration Office, New Delhi).	Do.	
4 (a) Regional Passport Officer, Lucknow, (Regional Passport Office, Lucknow).	The States of Madhya Pradesh and Uttar Pradesh.	
(b) Public Relations Officer, Lucknow, (Regional Passport Office, Lucknow).	Do.	
5 (a) Regional Passport Officer, Madras, (Regional Passport and Emigration Office, Madras).	The States of Madras, Andhra Pradesh, Mysore, Kerala and the Union territories of Laccadive, Minicoy and Amindivi Islands and Pondicherry.	
(b) Assistant Passport Officer, Madras, (Regional Passport and Emigration Office, Madras).	Do.	
(c) Public Relations Officer, Madras, (Regional Passport and Emigration Office, Madras).	Do.	
6 Chief Secretary, Union territory of Goa, Daman and Diu, Panaji	The Union territories of Goa, Daman and Diu and Dadra and Nagar Haveli.	
7 Chief Commissioner, Union territory of Andaman and Nicobar Islands	The Union territory of Andaman and Nicobar Islands	
8 Consular Officer in an Indian Mission/Post outside India.	The area within the Consular jurisdiction of the Indian Mission or post concerned.	

## SCHEDULE II

(See rule 4)

## PART I—PASSPORTS

## Classes of Passports

## Classes of persons to whom issuable

1

2

## I Ordinary Passports

## Citizens of India.

## II Official Passports

(1) Government officials and non-officials when their passages are paid by the Government and the members of their families, when such members also proceed out of India at the expense of Government;

(2) officials of the Reserve Bank of India, the State Bank of India, Corporations and Undertakings owned or controlled by the State, proceeding out of India for technical training;

(3) permanent Government officials on deputation to foreign Governments, the United Nations Organisation and its specialised Agencies and the members of their families, provided such deputation is arranged through the Government of India,

(4) Government officials sponsored by the Ministries in the Government of India and their departments, for attending international conferences, seminars and meetings or for undergoing training either independently or under any of the scholarships schemes for the time being in force where the deputation out of India is treated as duty and they are allowed to draw their duty pay and allowances in India;

(5) an immediate relative of an officer belonging to the Indian Foreign Service such as widowed mother, widowed mother-in-law, dependant sister, dependant brother and not a distant relative such as cousin, uncle or aunt, subject to the condition that the relative is dependant on the Officer and is proceeding out of India with a view to reside with the officer in the place to which he is deputed.

*Note*—The following persons shall not be entitled to the issue of official passports namely—

(a) employees of the Indian Airlines Corporation and the Air-India International Corporation,

(b) persons sponsored by Government department for attending international conferences, seminars and meetings or for studies or training outside India either independently

1

2

or under any of the scholarship schemes for the time being in force when such persons go on study leave or leave of any other kind;

- (c) persons proceeding outside India at their own expense on commercial and other purposes although a department of the Government certifies that such purpose would be to Government interest.

- III. Diplomatic Passports . . . . . (1) Officers of the Indian Foreign Service;
- (2) A person having diplomatic status either because of the nature of his foreign mission or because of the position he holds;
- (3) Following members of the family of an officer of a person referred to in item (1) or item (2) above when travelling with or joining such officer or person at Government expense:—

Wife or official hostess, as the case may be, husband, son and daughter.

## PART II—TRAVEL DOCUMENTS

Class of Travel Documents	Classes of persons to whom issuable
1	2
I. Emergency Certificate . . . . .	Citizens of India outside India who have been refused passports or whose passports have been impounded or revoked.
II. Certificate of Identity . . . . .	Persons exempted under section 21 from the provisions of clause (a) of sub-section (2) of section 6.

### SCHEDULE III

(See rule 5)

#### FORM EA(P) 1

*Application for the issue of an Ordinary Passport*  
(To be made in duplicate)

To

The Regional Passport Officer .....

Duplicate application  
submitted on \_\_\_\_\_  
through \_\_\_\_\_

The District Magistrate,  
The Deputy Commissioner,  
The Collector,  
The Sub-Divisional Officer,  
The Commissioner of Police, } .....

Sir,

I hereby apply for an Ordinary Passport. The passport fee of Rs. 15.00 has been remitted by Money Order/paid and the receipt No. .... dated ..... issued at ..... is attached herewith.

I solemnly declare that I am a citizen of India and I have not lost, surrendered or been deprived of my citizenship of India and that the information given by me in reply to the Questionnaire is true.

Yours faithfully,

Place.....

Date.....

.....  
(Signature of applicant)

### QUESTIONNAIRE

#### *Particulars and Description*

1. Full name, with alias, if any (in capital letters).
2. Have you ever changed your name? If so, what was your previous name(s)?
3. Are you married or single?
4. If married woman/widow—
  - (a) State maiden name
  - (b) State husband's or late husband's nationality, name and place of birth and address.
  - (c) If married to a person who is not a citizen of India, state place and date of marriage.
5. (a) Place (village, town district etc.) of birth.  
(b) Date of birth (attach documents in support, if available.)
6. (a) Permanent address  
(b) Present address
7. (a) Profession  
(b) Present occupation giving full details including monthly income.
8. Educational Qualifications.
9. Personal particulars:—
  - (i) of applicant.....
    - (a) Height (in M. Cm.)
    - (b) Colour of eyes
    - (c) Colour of hair
    - (d) Visible distinguishing marks, if any.
  - (ii) of children, if to be included in the passport.
 

Full Name	Date of birth*	Sex	{	No.
1.				
2.				
3.				
4.				
10. (a) Father's name  
(b) Place and date of birth. If the date of birth is not known, approximate age.

\*Please attach three certified copies of photographs (size approximately 3.5 Cm × 3 Cm.) and a birth certificate of each child.

11. (a) What was your father's nationality—
  - (i) at the time of your birth?
  - (ii) on the 26th January, 1950?(b) If he had acquired alien nationality when did he do so? Particulars of any travel document held by him.
12. Mother's name and place and date of birth?
13. How long have you been continuously residing in India?
14. Have you at any time resided abroad, including Pakistan? State countries and periods. If resident in Pakistan, date of migration therefrom.
15. What was your occupation while residing abroad?
16. Were you ever repatriated at Government expense from any country abroad? If so, give particulars and state whether you have reimbursed the expenditure incurred in connection with such repatriation giving date and place of reimbursement.
17. National Status:
  - (a) What is your nationality?
  - (b) Are you a citizen of India by birth?
  - (c) Are you a citizen of India by registration/naturalization? If so, attach certificate.
18. Did you ever possess any other nationality? if so, what?
19. Have you (or any your of children, if to be included in the passport) been convicted by a court in India for any offence and sentenced to imprisonment for not less than two years. If so give date and particulars.
20. Have you (or your children, if to be included in the passport) held or been included in a passport or travel document before? If so, give particulars (number, place and date of issue). Have the particulars been deleted in the passport or travel document and if so, by whom? Give evidence in support.
21. Have you ever applied for a passport? If so, give the following particulars:
  - (a) Authority to whom application was made.
  - (b) Whether passport was issued/refused.
  - (c) If issued, give passport particulars.
  - (d) Whether the passport was ever impounded or revoked.
22. Names of countries for which passport is required?
23. What is the purpose of your visit abroad?
24. How do you propose to support yourself outside India?
25. Addresses in India during the last two years.



26. Names and addresses of two responsible persons in your locality who would be prepared to vouch for you.

*Verification Certificate*

I hereby certify that I have known Shri/Shrimati/Kumari \_\_\_\_\_ son/wife/daughter of \_\_\_\_\_ for more than two years. The applicant is financially sound.

I have satisfied myself that the particulars furnished in the passport application are correct to the best of my knowledge.

I regard the applicant a suitable person to be considered for the issue of a passport.

Office.....

Telephone:

Signature.....

Name in block letters:

Designation

Office Seal:

Residence.....

Place.....,

Date.....

*Caution:* This is an important document and should be signed after due consideration (To be signed by an Officer not below the rank of Deputy Secretary or Stipendiary Magistrate First Class).

**Specimen Signature**

*(For Official use only)*

**Remarks:—**

Signature.....

Date.....

**Seal**

*(For use of Protector of Emigrants)*

Signature.....

Date .....

**Seal**

*(Orders of Regional Passport Officer)*

**Seal**

Signature.....

Date .....

## SCHEDULE III

(See rule 5)

## FORM EA(P) 2

*Application for the issue of an Ordinary**Passport on behalf of a person below 18 years of age*

(To be made in duplicate)

To

The Regional Passport Officer, .....

Duplicate application

submitted on \_\_\_\_\_

through

The District Magistrate,  
 The Deputy Commissioner,  
 The Collector,  
 The Commissioner of Police

Sir,

I, the undersigned .. . . .  
 residing at .. . . .  
 hereby apply for the issue of a passport to .. . . .  
 of whom I am the parent/legal guardian.

I undertake to be entirely responsible for all his/her expenses.

The passport fee of Rs. 15 has been remitted by Money Order/paid and the cash receipt No. .... dated ..... issued at ..... is attached herewith.

I solemnly declare that Shri/Kumari ..... is a citizen of India and he/she has not lost, surrendered or been deprived of his/her Citizenship of India and that the information given in respect of him/ her in reply to the questionnaire is true.

Yours faithfully,

(Signature of applicant)

Place .....

Date .....

## QUESTIONNAIRE

(N.B.—Items 1-13 below relate to the person on whose behalf the application is made)

1. Full name, with *alias* if any  
(in capital letters).
1. (a) If there has been a change of name,  
State previous name.
2. (a) Place (village, town, district etc.)  
of birth.
- (b) Date of birth.
3. Address in India.

## 4. Personal particulars:

(a) Height ..... m ..... cm.

(b) Colour of eyes .....

(c) Colour of hair .....

(d) Visible distinguishing marks, if any .....

4. (a) Educational qualification (attach attested copy of certificate, if any).

5. Father's name, place and date of birth, and nationality at the time of birth of person on whose behalf application is being made.

6. Mother's name, place and date of birth, and nationality.

7. Husband's name, place and date of birth and nationality.

8. Length of continuous residence in India, with dates and places of residence.

9. Has he/she at any time resided abroad including Pakistan? State countries and periods. If resided in Pakistan, date of migration therefrom.

## 10. National status.

(a) What is his/her nationality?

(b) Is he/she a citizen of India by birth?

(c) Is he/she a citizen of India by registration/naturalization? If so, attach certificate.

11. Did he/she ever hold a passport or travel document before? If so, give particulars (number, place and date of issue).

N.B.—If still in his/her possession, the passport or travel document should be attached to this application. If not, state what has happened to it.

12. What is the purpose of the visit abroad?  
Give full details.

13. What is the country of final destination? What countries will he/she be touching or passing through?

14. Has he/she been convicted by a court in India for any offence and sentenced to imprisonment for not less than two years; If so, give date and particulars.

15. Names and addresses of two responsible persons in the locality who would be prepared to vouch for the applicant:

(1)

(2)

Specimen signature of the person on whose behalf the application is being made.

*(For Official use only)*

REMARKS:—

Seal

Signautre ... ..

Date .. ..

*(For use of Protector of Emigrants)*

Seal

Signautre ... ..

Date .. ..

*(Orders of Regional Passport Officer)*

Seal

Signautre ... ..

Date .. ..

## SCHEDULE III

*(See rule 5)*

## FORM EA (P) 3

*Application for the Issue of a Diplomatic Passport/Official Passport.*

1. (a) Surname (in block letters).

(b) Personal and/or other names,

if any (in block letters).

(c) Aliases, if any (in block letters).

2. Profession.

3. Present appointment.

4. Permanent home address.

5. Present address.

6. (a) Place (village, town district etc.) of birth.

(b) Date of birth.

7. Father's/husband's name

8 Personal Particulars:—

(i) of applicant

(a) Height .....

(b) Colour of eyes .. ..

(c) Colour of hair .. ..

(d) Visible distinguishing marks, if  
any

(ii) of child/children,  
if to be included  
in the passport.

Full name

Date of  
birth

Sex

1. ....
2. ....
3. ....
4. ....
5. ....

9. Particulars of passport,  
if any, held at present.

N.B.—The passport should be submitted together with this application.

10. Countries to be visited on official duty, with the  
exact nature of the duty and duration of stay:

Name of country	Exact nature of official duty	Period of stay giving approxi- mate dates

11. Mode of travel and route;

Place .....

Date .....

.....  
Signature of applicant .....

(To be filled if applicable)

I certify that .....  
(full name and designation)  
is proceeding out of India on official duty as indicated under item 10 above.

Place .....

Date .....

.....  
Signature of Head of Office

Designation .....

Specimen signature of  
applicant.

## SCHEDULE III

(See rule 5)

## FORM EA (P) 4

*Application for the Issue of an Emergency Certificate*

I, the undersigned ..... at present residing at ..... hereby apply for the issue of an Emergency Certificate for travel to India.

I solemnly declare that I was born at ..... on .....

I am a citizen of India.

I solemnly declare that all the particulars given by me in respect of this application are true.

I hold ..... passport/travel document No..... dated ..... issued at ..... by ..... which is surrendered herewith; or

I do not have any passport or travel document.

*Personal Particulars*

1. Full name, with aliases, if any (in capital letters).
2. Have you ever changed your name? If so, what was your previous name?
3. If married woman/widow
  - (a) State maiden name
  - (b) State husband's or late husband's nationality, name and place of birth.
  - (c) If married to an alien, state place and date of marriage.
4. (a) Place (Village, town, district etc.) of birth:  
(b) Date of birth:
5. Present national status.
6. Name of father.
7. Profession.
8. Address in India.
9. Address abroad.
10. Height.
11. Colour of Hair.
12. Colour of eyes.
13. Visible distinguishing marks, if any.
14. If held a passport or travel document and not surrendered along with this application, the reasons therefor.

.....  
Specimen signature of  
applicant

.....  
Signature of applicant

Date.....

Particulars of child/children below the age of fifteen accompanying:—

Name	Date of birth	sex
------	---------------	-----

## SCHEDULE III

(See rule 5)

## FORM EA (P) 5

### Application for the Issue of a Certificate of Identity

I, the undersigned..... at present residing at  
.....hereby apply for a Certificate of Identity  
for travel to .....

I solemnly declare that I was born at .....  
on the.....

I am of .....nationality/stateless, and  
have not obtained a passport because.....

I solemnly declare that all the particulars given by me in respect of this application are true.

I further declare that I have no other passport or travel document in my possession.

I attach the following documents:—

Residential Permit.

Three unmounted Passport size photographs—one copy duly countersigned by the Local Police Authority.

### Personal Particulars

1. (a) Surname (In block letters)
- (b) Personal and/or other names, if any (in block letters).
- (c) Aliases, if any (in block letters)
2. Place and date of birth.
3. Nationality of origin.
4. Present National Status.
5. Name of father.
6. Name of mother.
7. Profession.
8. Present occupation.
9. Period of residence in India.
10. Last permanent address abroad.
11. Present address.
12. Height.
13. Colour of hair.
14. Colour of eyes.
15. Visible distinguishing marks, if any.

Specimen signature  
of applicant.

Signature of applicant

Dated .....

Particulars of child/children below the age of fifteen accompanying:—

Name	Date of birth	Sex
------	---------------	-----

## SCHEDULE III

(See rule 5)

## FORM EA(P) 6

*Application for the Renewal of a Passport or Travel document*

NOTE.—Application for renewing the period of validity of a passport must be made direct to the passport authority in India or to an Indian Mission Post outside India.

I ..... the undersigned at present residing at..... hereby apply for renewing the period of validity for a further period of ..... year(s) of passport or travel document No. .... issued to me at..... on the .....

I have paid the prescribed fee in cash at the counter/remitted the fee by Money Order and Receipt No. .... dated ..... issued at ..... is attached for reference.

\*I declare that I have not lost or surrendered my citizenship of India since the above passport or travel document was issued to me.

I solemnly declare that all the particulars given by me in respect of this application are true.

I further declare that I have no other passport or travel document in my possession.

*Particulars of Applicant*

1. Full name (in block letters) \_\_\_\_\_
2. Place and date of birth \_\_\_\_\_
3. Permanent Address \_\_\_\_\_
4. Profession and present occupation \_\_\_\_\_  
(Give details)
5. Whether married or single \_\_\_\_\_
6. If married woman/widow:—  
(a) Maiden name \_\_\_\_\_  
(b) Husband's/late husband's nationality, name and place of birth \_\_\_\_\_  
\_\_\_\_\_
7. Purpose for which Renewal is Required \_\_\_\_\_  
\_\_\_\_\_
- Date \_\_\_\_\_

(Signature of applicant.)

\*To be filled in when applicable.

## SCHEDULE III

(See rule 5)

## FORM EA(P) 7

*Application for additional endorsements*

1. Full name \_\_\_\_\_
2. Son/wife/daughter of \_\_\_\_\_
3. Address \_\_\_\_\_
4. Profession \_\_\_\_\_
5. Present occupation \_\_\_\_\_  
(Giving full details)



6. Educational qualifications \_\_\_\_\_
  7. Number, date and place of issue of passport/travel document held and date upto which it is valid \_\_\_\_\_
  8. Countries for which valid \_\_\_\_\_
  9. Country/countries for which additional endorsement now required \_\_\_\_\_
  10. Reasons for additional endorsement asked for \_\_\_\_\_
  11. Amount of fee, if any, paid and particulars thereof \_\_\_\_\_
- Dated \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant.

**SCHEDULE III**

(See rule 5)

**FORM EA(P) 8**

*Application for miscellaneous services*

1. Full name \_\_\_\_\_
  2. Father's/husband's name \_\_\_\_\_
  3. Address \_\_\_\_\_
  4. Number, date and place of issue of passport or travel document held and date upto which it continues in force \_\_\_\_\_
  5. Nature of service required \_\_\_\_\_
  6. Amount of fee, if any, paid and particulars thereof \_\_\_\_\_
- Date \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

**SCHEDULE III**

(See rule 5)

**FORM EA(P) 9**

*Application for the issue of a new passport of travel document when all the pages of the passport or travel document held by the applicant are used up.*

1. Full name \_\_\_\_\_
  2. Father's/husband's name \_\_\_\_\_
  3. Address \_\_\_\_\_
  4. Number, date and place of issue of passport or travel document held and date upto which it continues in force \_\_\_\_\_
  5. Amount of fee, if any, paid and particulars thereof \_\_\_\_\_
- Date \_\_\_\_\_
- Place \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

## SCHEDULE III

(See rule 5)

## FORM EA(P) 10

*Application for the issue of a duplicate passport or travel document in lieu of the passport or travel document which has been lost, stolen or damaged. To be made in duplicate)*

1. Full name
2. Father's/husband's name
3. Profession
4. Place and date of birth
5. Domicile
6. Height.....M..... Cm.
7. Colour of eyes
8. Colour of hair
9. Visible distinguishing mark, if any
10. Number, date and place of issue of Passport or travel document held, date upto which it would continue in force and the countries for which it was endorsed
11. State briefly the circumstances under which the passport or travel document has been lost, stolen or damaged.
12. In case of loss or theft attach a copy of the report in that regard sent to the police
13. Particulars of child/children included

Name	Date of birth	Male/Female
------	---------------	-------------

## 14. Address

Date

Signature of the applicant.

Place

**N.B.**—The application should be accompanied by three copies of passport size photographs.

Specimen signature.

## SCHEDULE IV

(See rule 6)

## FORM OF GUARANTEE

(To be executed on non-judicial stamp paper)

Whereas \_\_\_\_\_ wife/son/daughter  
of \_\_\_\_\_ is desirous of proceeding abroad  
accompanied by his/her\* \_\_\_\_\_

I/we the undersigned \_\_\_\_\_ do hereby agree and undertake jointly and severally to provide suitable maintenance for and pay the travelling expenses of the said \_\_\_\_\_ during the period he/she/they shall be abroad and, in the event of my/our failing to provide or cause to be provided such maintenance and travelling expenses as aforesaid I/we jointly and severally hereby agree to pay to the President of India and his successors in office and assigns (thereinafter called "the Government of India") all such costs and expenses as may be incurred by the Government of India on the maintenance and repatriation of the said \_\_\_\_\_ wife/children in the event of his/her/their repatriation to India.

In the event of the said \_\_\_\_\_ dying abroad, I/we hereby undertake and agree to reimburse to the Government of India all such costs and expenses as may be incurred for her/his/their burial/cremation.

And it is hereby further agreed by me/us jointly and severally.--

(I) That the Government of India shall be at liberty to grant to the said \_\_\_\_\_ such indulgence as it may think proper without discharging or impairing my/our liability hereunder, and

(II) that the authority to determine the costs, charges and expenses in such case referred to above shall rest exclusively with the Government of India and that it shall be binding on me/us and my/our heirs, executors, administrators, and legal representatives as a continuing guarantee to pay such costs, charges and expenses as may be determined by the Government of India, without question.

Signed by the guarantor.--

(1) \_\_\_\_\_

Address \_\_\_\_\_ and

(2) \_\_\_\_\_

Address \_\_\_\_\_ on the

\_\_\_\_\_ day of \_\_\_\_\_ 19

In the presence of:--

Place of execution of guarantee

\_\_\_\_\_

(i) \_\_\_\_\_

Address \_\_\_\_\_

(ii) \_\_\_\_\_

Address \_\_\_\_\_

\*Here insert the names of wife and/or wife and children, if a joint passport is to be issued.

N.B.—This form must be accompanied by:—

(1) a certificate from the appropriate Revenue Authority giving the value of the immovable property in the possession of the signatory/signatories, or (ii) a certificate from a bank giving the period during which the signatory/signatories has/have been their client/clients, the amount at his/her/their credit at the time of his/her/their signing the guarantee and the period during which this amount has been at his/her/their credit; or (iii) if the signatory/signatories has/have a regular fixed income/incomes, a certificate from the head of his/her/their department, firm, etc., giving his/her/their monthly income.

(2) Words/Phrases not applicable in the form should not be reproduced in the guarantee.

(3) The value of the non-Judicial stamp paper will be as specified in the Stamp Act in force in a State when the Bond is executed.

## SCHEDULE V

(See rule 7)

*Schedule of fees payable in respect of applications for passports and travel documents*

I. No.	Particulars of application	Scale of fees
(1)	(2)	(3)
1	Ordinary Passport . . . . .	Rs. 15/-
2	Renewal of Ordinary Passport . . . . .	Rs. 6/- for three years or Rs. 2/- per year or part of a year.
3	Duplicate Passport in lieu of the Ordinary Passport which has been lost, stolen or damaged . . . . .	Rs. 15/-
4	Emergency Certificate . . . . .	Rs. 3/-
5	Renewal of Emergency Certificate . . . . .	Rs. 1/-
6	Duplicate Emergency Certificate in lieu of the Emergency Certificate that has been lost, stolen or damaged. . . . .	Rs. 3/-
7	Certificate of Identity . . . . .	Rs. 10/-
8	Renewal of Certificate of Identity . . . . .	Rs. 2/- per year or part of a year.
9	Duplicate Certificate of Identity in lieu of the Certificate of Identity that has been lost, stolen or damaged . . . . .	Rs. 10/-
10	Additional endorsements on an Ordinary Passport, Emergency Certificate, Certificate of Identity. . . . .	Rs. 2/-

## SCHEDULE VI

(See rule 9)

FORM OF DIPLOMATIC PASSPORT/OFFICIAL PASSPORT/ORDINARY  
PASSPORT

(Front Cover)

DIPLOMATIC PASSPORT/OFFICIAL PASSPORT/ORDINARY PASSPORT

Emblem

REPUBLIC OF INDIA

(Inside front cover)

*Hindi version*

These are to request and require in the Name of the President of the Republic of India and all those whom it may concern to allow the bearer to pass freely without let or hindrance, and to afford him or her every assistance and protection of

which he or she may stand in need.

Given at \_\_\_\_\_  
the \_\_\_\_\_ day  
of \_\_\_\_\_ 19\_\_\_\_

By order of the President of the Republic of India

(Page 1)

This Passport contains

32 pages

DIPLOMATIC PASSPORT/OFFICIAL PASSPORT/ORDINARY PASSPORT  
INDIA

No. of Passport

Name of Bearer

Accompanied by his wife

(Maiden name)

AND

(CHILDREN

NATIONAL STATUS

(Page 2)

Description

Wt.

Profession

Place and date of birth

Domicile

Height

M C.m. M. C.m.

Colour of eyes

Colour of hair

Visible distinguishing marks

CHILDREN

Name

Date of Birth

Male/Female

(Page 3)

## PHOTOGRAPH OF BEARER

PHOTO
-------

Signature of bearer

WIFE

PHOTO
-------

Signature of wife

(Page 4)

Countries for which this passport is valid

.....

.....

.....

.....

Unless renewed, the validity of this Passport expires on

Issued at .....

Date .....

(Page 5)

Home address

Permanent address in India:  
(Including village or town, district and State)

.....

.....

.....

Name of Father/Husband and his full address  
(Including village or town, district and State)

.....

.....

.....

## OBSERVATIONS

.....

.....

.....

(Page 6)

## RENEWALS

(Pages 7 to 29)

## VISAS

(Pages 30 and 31)

## FOREIGN EXCHANGE FOR TRAVELLING EXPENSES

No entries to be made on this page except by an authorised dealer in foreign exchange

Date	Country of travel for which exchange has been sold	Amount issued or refunded (Sterling or rupee equivalent to nearest £ or Re.)	Stamp and signature of Authorised Dealer selling exchange.

(Page 32.)

**NOTE:** 1. The colour of the cover of the Diplomatic Passport booklet shall be maroon with the words "Diplomatic Passport" inscribed on the front cover.

**NOTE:** 2. The colour of the cover of the Official passport booklet shall be grey with the words "Official Passport" inscribed on the front cover.

**NOTE:** 3. The colour of the cover of the Ordinary passport booklet shall be deep blue with the words "Ordinary Passport" inscribed on the front cover.

## SCHEDULE VI

(See rule 9)

## FORM OF EMERGENCY CERTIFICATE

## Emblem

## EMERGENCY CERTIFICATE

No.

This is to certify that..... has applied to me for the grant of an Emergency Certificate and that I have no reason to doubt his/her statement.

Signature of passport authority

Seal

Date .....

(Page 2)

No.

## Description

- (a) Profession .....
- (b) National Status .....
- (c) Father's/Husband's name .....
- (d) Place and date of birth .....
- (e) Address in India .....
- (f) Visible distinguishing marks, if any.....
- (g) Height .....
- (h) Colour of hair .....
- (i) Colour of eyes .....

(Page 3)

No.

The holder is accompanied by a child/..... (children whose particulars are given below:

Particulars of child/children.

S. No.	Name	Date of birth	Sex
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....



Photograph of holder  
Signature of holder

(Page 4)

No.

This certificate is only valid for journey to.....  
via.....

Unless renewed, the validity of the basic expires on .....

Renewed up to .....

Issued at .....

Date .....

(Page 5)

No.

Visas

(Page 6)

No.

Visas

N.B.—The possession of this Emergency Certificate does not exempt the holder from compliance with any immigration regulations in force in the country of destination or from the necessity of obtaining a visa when required.

## SCHEDULE VI

(See rule 9)

## FORM OF CERTIFICATE OF IDENTITY

(Front cover)

GOVERNMENT OF INDIA

(Emblem)

## CERTIFICATE OF IDENTITY

(Inside front cover)

Hindi version

## IDENTITY CERTIFICATE

This certificate is issued for the sole purpose of providing the holder with identity papers in lieu of a national passport. It is without prejudice to and in no way affects the national status of the holder. If the holder obtains a national passport this certificate ceases to be valid and must be surrendered to the nearest Passport Authority in India or an Indian Mission or Post outside India.



This certificate is valid for travel to Countries mentioned at page 5 and its validity expires on .....

(Signature and seal of Passport authority)

Place.....

Date .....

(Page 1)

This Certificate of Identity  
contains 13 pages

### CERTIFICATE OF IDENTITY

#### INDIA

No. of Certificate of Identity .....

Name of holder .....

Nationality of origin .....

(Page 2)

No.

#### Personal Description

Profession .....

Date of birth .....

Place of birth .....

Name of father husband .....

Name of mother .....

Height ...

Colour of hair .....

Colour of eyes .....

(Page 3)

No.

Visible distinguishing marks ...

Present occupation .....

Last permanent address .....

abroad

Present address .....

(Page 4)

No.

The holder if accompanied by a child/ .....children whose particulars are given below

## Particulars of Children

S. No.	Name	Date of birth	Sex
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....
5.....	.....	.....	.....

Signature of holder

PHOTOGRAPH OF HOLDER

(Page 5)

No.

## ENDORSEMENTS

(Pages 6 and 7)

No.

## RENEWALS

(Pages 8 to 13)

No.

## VISAS

[No. F. VI/401/26/67-Vol. 11.]  
S. BIKRAM SHAH, Jt. Secy